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| **Project Name** |  |
| **Committee Purpose** |  |
| **Problem Statement** |  |
| **Scope (In/Out of Scope)** |  |
| **Objectives** |  |
| **Tasks** |  |
| **Deliverables** |  |
| **Success metrics** |  |
| **Timeframe** |  |
| **Meeting Cadence** |  |
| **Leads/Product Owner** |  |
| **Members** |  |